



Personnel

★THE FIRST SERGEANT

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This instruction sets the policy for the management of first sergeants and implements AFPD 36-21, *Utilization and Classification of Air Force Military*. The procedures this instruction implements are not a basis for change in numbers or type and kind of manpower requirements or authorization. It applies to all Air Force personnel. This instruction is applicable to the Air National Guard (ANG) and the United States Air Force Reserve (AFRES). The OPR must approve any proposed supplements to this publication.

The Privacy Act of 1974 affects this instruction. Title 10, United States Code (U.S.C.), Sections 8013 and 901 give the authority to collect and maintain the data for this instruction. Process supplements to this instruction as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*. Refer to attachment 1 for a glossary of references, abbreviations, and acronyms.

**SUMMARY OF REVISIONS**

★This revision provides guidance for the first sergeant Special Duty Identifier (SDI); changes the specific role and responsibilities of first sergeants, the eligibility and qualifications, selection and application process, withdrawal procedures and authorities, uniform options; and specifies functional responsibilities for managing the SDI.

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**Chapter 1****INTRODUCTION**

**1.1. Importance of First Sergeants.** The first sergeant's professional interface with the unit commander is paramount to a unit's successful mission accomplishment. As a vital link between the commander, base agencies, and the enlisted personnel in the unit, the first sergeant must be credible, perceptive, and epitomize the core values of the United States Air Force. They must have a high level of competency, energy, motivation, and be able to effectively communicate. The first sergeant promotes enlisted welfare, morale, and health issues and assists the commander in maintaining discipline, standards of conduct, and provides guidance on matters of leadership, military justice, and customs and courtesies. A first sergeant must be exemplary in professional conduct and appearance. Strong leadership traits, professional maturity, and command support are necessities to perform their duties.

**1.2. Role of the First Sergeant.** The first sergeant's role in the Air Force is one that is time honored and rich in custom and tradition. First sergeants are charged with representing the interests of enlisted personnel to the unit commander, while ensuring that all members observe Air Force standards, command and unit policies, and institutional values. They work directly with the commander, supervisors, and unit members to ensure discipline is equitably maintained, and the welfare, morale, and health needs of the enlisted force are met. The first sergeant exercises general supervision over all unit enlisted personnel and is the focal point within a unit for all matters concerning the enlisted personnel. They must function as an advisor on personnel programs, career progression, promotion issues, family needs, financial matters, family and dormitory housing, details, Professional Military Education (PME), and recognition programs. Additionally, the first sergeant is the central point between the unit and all other installation agencies. A strong relationship between the first sergeant and these agencies is essential to serve the needs of the enlisted personnel. Installation first sergeants must work closely with the wing Senior Enlisted Advisor (CCC). In addition to individual unit responsibilities, they must collectively, as a team, contribute to installation-wide interests. They must participate in a variety of activities which support the total needs of the military community. Along with normal duty hours, the first sergeant is on call 24 hours a day and should expect long and irregular duty hours. Generally, they are contacted by many base agencies (e.g., security police, Red Cross, hospital, command post, etc.) and must respond to personnel needs at any hour. Based on the cumulative and important responsibilities of the first sergeant, and the impact of this position on units and personnel, only the most dedicated, professional senior NCOs should apply and be selected for this SDI.

**Chapter 2****RESPONSIBILITIES FOR MANAGING THE FIRST SERGEANT RESOURCE**

**2.1. HQ USAF.** Headquarters US Air Force Office of the Chief Master Sergeant of the Air Force (HQ USAF/CCC), USAF First Sergeant Career Field Manager.

- 2.1.1. Sets the overall policy and guidance for the management of the first sergeant career field.
- 2.1.2. Establishes eligibility and selection criteria for entry into the first sergeant career field.
- 2.1.3. Prepares written instructions relevant to the first sergeant career field. Coordinates and deconflicts publications (e.g., AFIs, Promotion Fitness Examination Study Guide (PFE), AFPs).
- 2.1.4. Reviews and validates SDI entitlements and authorizations. Works with Air Staff and MAJCOM manpower offices to ensure Unit Manpower Documents (UMDs) correctly reflect personnel requirements.
- 2.1.5. Authority for exception to policy.
- 2.1.6. Advisor for First Sergeant Academy (FSA). Ensures career field initiatives are incorporated into FSA curriculum.
- 2.1.7. Readiness functional manager.
  - 2.1.7.1. Develops wartime utilization policy.
  - 2.1.7.2. Validates Unit Type Code (UTC) utilization of first sergeants and warplan updates.
  - 2.1.7.3. Determines and publishes mobility training requirements.
- 2.1.8. Coordinates with HQ USAF/DPX for programming training requirements and programming resources to support the FSA.

## **2.2. HQ AFPC Responsibilities.**

- 2.2.1. Airman Assignments Division (DPAAD) provides selections, schedules training, and assigns personnel under the PALACE FIRST program.
- 2.2.2. Enlisted Force Management Section (DPPAE) manages the USAF airman retraining program and publishes the USAF On-Line Retraining Advisory that reflects first sergeant retraining requirements.
- 2.2.3. Classification and Training Branch (DPAPC) maintains the first sergeant specialty description.
- 2.2.4. Readiness Division (DPWRC) levies mobility/contingency taskings to the MAJCOM.

## **2.3. HQ AETC Responsibilities.**

- 2.3.1 HQ AETC/DPA establishes and maintains training program for FSA.

## **2.4. MAJCOM Responsibilities.**

- 2.4.1. MAJCOM/CCC reviews and recommends approval/disapproval of application.
  - 2.4.1.1. MAJCOM/CCC may recommend PCS versus home station assignment if it is in the best interest of the Air Force and member.
- 2.4.2. MAJCOM/DPAA reviews and processes first sergeant retraining applications and forwards to HQ AFPC/DPAAD.
- 2.4.3. MAJCOM/DPX levies mobility/contingency taskings.

## **2.5. Installation Responsibilities.**

- 2.5.1. Senior Enlisted Advisor (CCC).
  - 2.5.1.1. Installation functional manager.
    - 2.5.1.1.1. Coordinates with unit commanders for initial and rotational assignments of first sergeants.
    - 2.5.1.1.2. Reviews and validates UMDs.
    - 2.5.1.1.3. Monitors mobility training.
    - 2.5.1.1.4. Assigns first sergeants to contingency taskings.
  - 2.5.1.2. Interviews, determines eligibility/suitability, and coordinates with the MPF to schedule a First Sergeant Review Board.
  - 2.5.1.3. Liaisons between the first sergeants, the wing commander, and base agencies on enlisted issues.
  - 2.5.1.4. Ensures a first sergeant council is established, chartered, and maintained.
- 2.5.2. Military Personnel Flight (MPF).
  - 2.5.2.1. Works with CCC to schedule First Sergeant Review Board.
  - 2.5.2.2. Processes retraining applications according to governing publications for individuals selected by the First Sergeant Review Board.

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## **Chapter 3**

### **ELIGIBILITY CRITERIA**

**3.1. Criteria.** Basic duties, responsibilities, and qualifications for the first sergeant specialty are directed by this instruction and AFIs 36-2101, 36-2626 and AFMAN 36-2108.

### 3.2. Minimum Qualifications.

- 3.2.1. MSgt/E-7 (Members must have 3 years before High Year of Tenure (HYT)).
- 3.2.2. Ability to speak distinctly.
- 3.2.3. Have a minimum physical profile of PULHES 322221, must not have an Assignment Limitation Code (ALC) of "C".
- 3.2.4. Be highly motivated and capable of fulfilling the role of the first sergeant as prescribed in the introduction of this instruction. Have exceptional leadership and managerial skills.
- 3.2.5. Be financially stable.
- 3.2.6. Must meet minimum weight and body fat standards and overall image should exceed minimum standards.
- 3.2.7. Must have completed Command NCO Academy (NCOA) in-residence and Senior NCO Academy Correspondence Course (when available). MAJCOM/CCC has final waiver authority.

### 3.3. Acting/Additional Duty First Sergeants.

- 3.3.1. Members assigned acting or additional duty first sergeant responsibilities must be E-7 through E-9 and uphold the same professional profile required of a diamond-wearing first sergeant and should meet the same criteria.
- 3.3.2. Acting and additional duty first sergeants should participate in wing/installation functions, along with diamond-wearing first sergeants, and belong to the first sergeant council.
- 3.3.3. Acting and additional duty first sergeants should complete the First Sergeant ECI Course.

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## Chapter 4

### APPLICATION AND SELECTION PROCEDURES

#### 4.1. Host/Tenant Units.

- 4.1.1. Unit commanders must interview applicants and recommend member for first sergeant duty to the installation CCC. Host wing is the convening authority for first sergeant retraining applications and review boards.
  - 4.1.1.1. Personnel assigned overseas who desire retraining into the first sergeant specialty can only apply for retraining within the time frame allowed based on their DEROS. Generally, applying for retraining from "long tour" locations is twelve months prior to DEROS. Interested personnel should check with their MPF Classification and Training Section for exact submission date requirements.
- 4.1.2. CCCs review applicant's records for eligibility and interviews applicants for suitability. Applicant's family profile and support must be conducive to first sergeant duties. CCC determine if applicant's total profile supports boarding the member. If CCC determines applicant is not suitable, member and submitting commander are notified of decision in writing.
  - 4.1.2.1. SNCOs interested in applying for first sergeant duty **should** be assigned a shadow program for at least 30 days or have served as an acting first sergeant prior to formally applying for retraining.
- 4.1.3. CCC and MPF schedule applicant to meet the review board. CCC organizes the review board.
  - 4.1.3.1. The review board consists of a field grade squadron commander, CCC, and two first sergeants with a minimum of one year experience. Additional first sergeants, including first sergeants with less than one year experience, may also participate on the board as a member or an observer. In the most unusual cases, CCCs may substitute the squadron commander or first sergeants with senior NCOs only if required members are not available. In these cases, a statement from the MPF chief explaining the circumstances of the board deviation must accompany the application.
  - 4.1.3.2. The review board reviews the applicant's personnel records, commander's recommendation letter, and any other background information submitted.
- 4.1.4. The review board conducts a comprehensive interview to assess applicant's motivation, understanding of responsibilities, attitude, and ability to accomplish first sergeant duties. Board questions should be reviewed by the CCC prior to the board convening.
- 4.1.5. Review board provides a recommendation to the wing or installation commander who has final approval or disapproval authority for submission of application to the MAJCOM.
- 4.1.6. Applicants not approved for retraining may reapply one year after the date of disapproval.

**4.2. Application Procedures.** Approved applicants report to the MPF to initiate a retraining application according to AFP 36-2626 (**applications are submitted to the applicant's MAJCOM**). Within 5 work days of receipt of completed application, the MPF work center must process and forward the retraining application. Applicants may contact HQ AFPC/DPAAD, DSN 487-3783 to discuss retraining opportunities and procedures.

- 4.2.1. In addition to AFI 36-2626 requirements, the MPF must forward one copy of the applicant's last five EPRs, a Records Review Listing, and base of preferences (if applicable).

**4.3. 8F000 Award.** Applicants are awarded SDI 8F000 when they have been assigned against a 8F000 manning position and they have a scheduled school date for the FSA (provided by HQ AFPC/DPAAD).

4.3.1. The MPF will place applicant in assignment availability code (AAC) 45 with a date of availability 2 years from his or her graduation from the FSA.

#### **4.4. MAJCOM.**

4.4.1. MAJCOM/CCC reviews and forwards application. If approval is recommended, CCC forwards package to MAJCOM/DP for processing. If application is disapproved, CCC returns application package, through MAJCOM/DP, to submitting CCC with justification.

4.4.2. MAJCOM/DP reviews and forwards approved application to HQ AFPC/DPAAD.

#### **4.5. HQ AFPC/DPAAD.**

4.5.1. Schedules applicant for First Sergeant Academy (FSA) class start date.

4.5.2. Provides base of choice (BOC) assignment, however CONUS-to-CONUS BOC will normally only be approved if first sergeant manning at applicant's current base of assignment is at least 90 percent.

4.5.3. Provides assignment notification to member's MPF. Assignment decision will include the following MAJCOM/CCC recommendation, BOC option and local utilization.

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## **Chapter 5**

### **WING/INSTALLATION COMMANDER'S IDENTIFICATION PROGRAM**

**5.1. Selection Criteria.** Under the Commander's Identification Program, commanders may identify applicants for retraining under this option to provide flexibility to fill local vacancies. It allows unit commanders to identify SNCOs to wing/installation commanders when HQ AFPC is unable to provide a projected fill 90 days prior to a vacancy. The only personnel excluded from consideration are those in an unsatisfactory rotation index (URI), in a CONUS or overseas imbalanced specialty, in a shortage field, or under a Selective Reenlistment Bonus (SRB) obligation.

5.1.1. Selection Criteria.

5.1.1.1. Eligibility and qualification is the same as normal applicant requirements (see chapter 4).

5.1.1.2. Applicants must be volunteers.

5.1.1.3. Applicants must not be pending an assignment.

5.1.1.4. Applicants can not be assigned to a short tour area overseas.

5.1.1.5. Applicant's grade must be equal to or lower than the authorized grade vacancy (E-7 through E-9). HQ AFPC/DPAC, Chief Group must approve the reassignment to fill a CMSgt manpower authorization.

5.1.1.6. Approval is based on current worldwide manning statistics.

#### **5.2. Tour of Duty.**

5.2.1. CONUS 2-year stabilized tour. The MPF will place applicant in AAC 45 with a date of availability 2 years from his or her graduation from the FSA.

5.2.2. Overseas long tours only. Individuals may opt to extend for the 2-year stabilized tour or choose to serve the remainder of their existing overseas tour, provided they have a minimum of 2 years remaining until their DEROS.

#### **5.3. MPF.**

5.3.1. Validates the commander's request against the unit manning document for both grade and projected vacancy.

5.3.2. Verifies applicant's eligibility.

4.3.3. Processes application under PALACE FIRST procedures using travel status "O" and retraining reason "F", and in the remarks section will state "**Commander's Identification Program applies**".

#### **5.4. MAJCOM (DP/CCC).**

5.4.1. Reviews application and verifies eligibility.

5.4.2. Ensures projected manning supports the request, including projected homebasing and follow-on allocations and projected PALACE FIRST retrainees.

5.4.3. Suspends application in-system using reporting reason "FV" and forwards application to HQ AFPC/DPAAD.

#### **5.5. HQ AFPC/DPAAD.** Approval/disapproval authority.

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## Chapter 6

### TRAINING

**6.1. FSA Attendance.** Individuals selected for first sergeant positions must attend the USAF First Sergeant Academy within 180 days of assuming duty as a first sergeant. Completion of the FSA is mandatory. This requirement is not waivable. Individuals who fail to attend the FSA within 180 days will be removed from first sergeant duty and returned to their primary career field. HQ AFPC/DPAAD schedules FSA class dates. Members wear the first sergeant diamond while attending the FSA.

**6.2. Diploma.** The FSA awards an AF Form 381, **USAF First Sergeant Academy Diploma**, to students who graduate from the in-resident course.

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## Chapter 7

### FIRST SERGEANT TENURE

**7.1. Assignment Availability.** Upon graduation from the FSA and arrival at unit of assignment the MPF will place first sergeants in AAC 45, with a date of availability (DOA) 24 months from their graduation date. First sergeants must serve a total of 3 years from FSA graduation in the career field.

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## Chapter 8

### WITHDRAWAL PROCEDURES

**8.1. Criteria.** First sergeant duties are both mentally and physically demanding. If circumstances exist that prove it is not in the best interest of the individual or the Air Force to continue duty as a first sergeant, removal or release from the career field is required.

**8.2. Substandard Duty Performance or Unacceptable Conduct or Behavior.**

8.2.1. If a first sergeant is considered to be unfit for duty, the unit commander, in coordination with the group and wing commander, will process the following withdrawal procedures.

8.2.2. Members are notified in writing of the proposed withdrawal by the unit commander, with full justification for the action. Members are afforded 5 work days to schedule a personal appearance, if they desire, and to submit a statement or documents in their own behalf. Members may waive their right to rebut by endorsement to the notification letter.

8.2.3. The request for withdrawal letter, along with all information submitted by the member, is forwarded through the CCC to the wing/installation commander for consideration.

8.2.3.1. Member should be afforded the opportunity for a personal appearance with the wing/installation commander.

8.2.4. The wing/installation commander is responsible for initial approval/disapproval of withdrawal of the first sergeant (8F000) SDI and the wear of the diamond insignia. (Pending HQ AFPC action, the wing/installation commander may reassign the member, within the wing, to assume non-first sergeant duties.)

8.2.4.1. A written summary of the withdrawal of the first sergeant SDI is forwarded to the MPF.

8.2.4.2. The summary must include the member's rank, name, SSN, unit of assignment and justification for withdrawal. Additionally, recommendation for reassignment should be included.

8.2.5. The summary is forwarded to the MAJCOM/CCC and DP for review and forwarded to HQ AFPC/DPAAD for removal of the SDI and reassignment determination.

**8.3. Medical Disqualification.** Medical disqualification/withdrawal will be processed according to AFI 36-2101.

**8.4. Voluntary Withdrawal.** Members may apply for voluntary return to a previously awarded AFSC after having served in the first sergeant career field for a minimum of three years from the award of the 8F000 SDI.

8.4.1. Requests are endorsed by the unit commander, CCC, wing/installation commander recommending approval or disapproval and forwarded to the MAJCOM/CCC for same recommendation and forwarded to HQ AFPC/DPAAD.

8.4.2. If Air Force requirements do not permit return to a previously awarded AFSC, the member may apply for retraining into a valid requirement published on the On-Line Retraining Advisory.

8.4.3. HQ AFPC/DPAAD is the final approval/disapproval authority. Notification of determination will be provided and if approved, reassignment instructions will be included.

**8.5. Overseas.** Personnel serving overseas may not request release except in conjunction with their DEROS. Release applications from the overseas area should be submitted NLT 12 months prior to DEROS.

**8.6. ASD.** Personnel with an assignment selection date (ASD) are not eligible to apply for voluntary release from the first sergeant career field.

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## Chapter 9

### HOUSING ACCOMMODATIONS

**9.1. Designation of Housing.** According to AFI 32-6001, *Family Housing Management* the wing/installation commander may, when mission requirements dictate, recommend the designation of all or specific first sergeant positions as mission essential for housing purposes.

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## Chapter 10

### VICINITY TRAVEL

**10.1. Authority.** The Joint Travel Regulation, volume 1, paragraph M4500, authorizes vicinity travel.

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## Chapter 11

### ANG PERSONNEL

#### 11.1. Eligibility Criteria.

11.1.1. Only highly motivated personnel who clearly meet the minimum eligibility requirements should be considered for assignment as a first sergeant.

11.1.2. Technical sergeants may be selected if eligible for promotion to master sergeant under the provisions of the Retraining Promotion Program in ANG Instructions 36-2502, *Promotion of Airmen, Air National Guard*, and must be promoted prior to attending the USAF First Sergeant Academy.

11.1.2.1. As a condition of promotion under the retraining program, the member must sign the following statement: "I agree to attend the USAF First Sergeant Academy within 12 months of my assignment as first sergeant. Failure to complete this requirement will result in my removal from the First Sergeant position and immediate demotion."

11.1.3. Applicants must complete a command NCO Academy in-residence or by correspondence prior to application.

#### 11.2. Application and Selection Procedures.

11.2.1. When a vacancy exist or is anticipated in a First Sergeant position, the unit commander must announce the position, disclose the application procedures, and submission dates.

11.2.2. The unit commander will conduct the first level review. This review will confirm the qualifications of all applicants. Forward all packages to the base Senior Enlisted Advisor for the first sergeant review board recommendations regarding all interested applicants and provide the unit commander with a prioritized list of potential first sergeants.

11.2.2.1. If used, the board will consist of the base CCC, one unit first sergeant, and a senior NCO of equal or higher grade than the applicant.

11.2.3. The first sergeant review board should disqualify any applicant who does not meet USAF and ANG standards, with particular emphasis on AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and NGR (AF) *ANG Weight Management Program*, and professional military education.



11.2.4. The applicant selected by the unit commander, from the prioritized list provided by the CCC, will be placed in Special Duty Identifier 8F000 pending completion of the USAF First Sergeant Academy.

11.2.5. The selection of full-time personnel as first sergeants is governed by provisions in NGR (AF) 35-2, *Assignment Within the Air National Guard*.

### **11.3. Training First Sergeants.**

11.3.1. Selectees must attend the USAF First Sergeant Academy not later than one year from the date of assignment. This requirement cannot be waived. If the member does not attend the academy within one year the member must be reassigned.

11.3.2. Completion of the First Sergeant Academy is mandatory for the award of the SDI 8F000.

### **11.4. Utilization of First Sergeants.**

11.4.1. First sergeants should not be assigned duties other than those contained in their specialty description in AFI 36-2108, *Airman Classification*.

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## **Chapter 12**

### **AFRES PERSONNEL**

**12.1. Eligibility Criteria.** Eligibility criteria for AFRES first sergeants is the same as for active duty.

### **12.2. Application and Selection Procedures.**

12.2.1. MPF ensures each first sergeant vacancy is advertised in all units and accepts applications for the position. To review and select the best qualified candidate, the unit commander concerned convenes a first sergeant review board.

12.2.1.1. The review board consists of Senior Enlisted Advisor, one SNCO of equal or higher grade than the applicant, and one unit first sergeant. Board members should not be assigned to the same unit as the applicant.

12.2.1.2. The board interviews each applicant to evaluate applicant's motivation and qualifications and reviews the personnel records.

12.2.1.3. The board will disapprove any applicant who fails to meet AF and AFRES standards, or who does not project a proper military image, as defined by AFI 36-2903.

12.2.2. Applicants approved by the unit commander will be placed in SDI 8F000.

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## **Chapter 13**

### **TRAINING AFRES/ANG FIRST SERGEANTS**

**13.1. AFRES.** AFRES first sergeant selectees must attend the AFRES First Sergeant Academy at the earliest possible date, but no later than one year from the date of assignment to the position. Successful completion of the FSA is mandatory. School application is according to AFI 36-8001.

**13.2. ANG.** ANG first sergeant selectees must attend the USAF First Sergeant Academy at the earliest possible date, but no later than one year from the date of assignment to the position. Successful completion of the FSA is mandatory. School application is according to AFI 36-8001.

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## **Chapter 14**

### **THE FIRST SERGEANT DEVICE**

### **14.1. Active Duty.**

14.1.1. The first sergeant device (diamond) will be worn when an individual has been approved for first sergeant retraining, has been assigned against a first sergeant manpower UMD position, and has received a FSA school class date. For members PCSing, the diamond is worn after departure from their losing base, prior to arriving at their new duty station or the FSA, if school is enroute. The device will be worn according to AFI 36-2903.

14.1.2. The first sergeant device will be worn by the staff of the FSA and the USAF Career Field Manager.

**14.2. ANG/AFRES.**

14.2.1. Only those personnel awarded the first sergeant SDI, who are in the grades of E-7 through E-9 will wear the device. The device will be worn according to AFI 36-2903.

**14.3. Device Removal.** The first sergeant device will be removed when members have been removed, released, or withdrawn from the career field.

**14.4. Acting First Sergeants.** Members assigned acting or additional duty first sergeant duties will not wear the device.

**14.5. Retired First Sergeants.** Retired members, whose terminal assignment was in a first sergeant manpower authorization, may wear the diamond device in all instances the wear of the uniform is appropriate, according to AFI 36-2903.

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## Chapter 15

### UTILIZATION OF FIRST SERGEANTS

**15.1. Duties.** First sergeants must not be assigned duties other than those contained in the specialty description in AFMAN 36-2108.

**15.2. Accommodations.** First sergeants must be provided private office accommodations adequate for counseling personnel, preferably collocated with the unit commander.

**15.3. Rater.** First sergeant's reporting official will be the unit commander or headquarters squadron section commander.

**15.4. Family Association.** First sergeants will not be assigned to the same unit with their own military family member(s).

RONALD R. FOGLEMAN, General, USAF  
Chief of Staff

**GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS*****References***

AFPD 36-21, *Utilization and Classification of Air Force Military*  
AFI 36-2101, *Classifying Military Personnel*  
AFI 36, 2626, *Airman Retraining Program*  
AFI 36-2903, *Dress and Personal Appearance of Military Personnel*  
AFMAN 36-2108, *Airman Classification*

***Abbreviations and Acronyms***

**AAC**–Assignment Availability Code  
**AFI**–Air Force Instruction  
**AFMAN**–Air Force Manual  
**AFP**–Air Force Pamphlet  
**AFR**–Air Force Regulation  
**AFRES**–Air Force Reserves  
**AFSC**–Air Force Specialty Code  
**ALC**–Assignment Limitation Code  
**ANG**–Air National Guard  
**ASD**–Assignment Selection Date  
**BOC**–Base of Choice  
**CCC**–Senior Enlisted Advisor  
**CONUS**–Continental United States  
**DEROS**–Date Eligible for Return from Overseas  
**DOA**–Date of Availability  
**DRD**–Deployment Requirements Document  
**EPR**–Enlisted Performance Report  
**FSA**–First Sergeant Academy  
**HYT**–High Year of Tenure  
**MAJCOM**–Major Command  
**MOB**–Main Operating Base  
**MPF**–Military Personnel Flight  
**MPU**–Mobility Processing Unit  
**NCO**–Noncommissioned Officer  
**NLT**–Not Later Than  
**PCS**–Permanent Change of Station  
**PFE**–Promotion Fitness Examination  
**PRU**–Personnel Readiness Unit  
**PULHESX**–Physical Profile Serial  
**SDI**–Special Duty Identifier  
**SNCO**–Senior Noncommissioned Officer  
**SSAN**–Social Security Account Number  
**TOS**–Time on Station  
**UMD**–Unit Manning Document  
**UTC**–Unit Type Code

## MOBILITY/CONTINGENCY CHECKLIST

### A2.1. Bare Base:

#### A2.1.1. Pre-departure.

- Obtain personnel deployment requirements (generally available after adjusting group/frag break).
- Determine tent city plans/tent numbering (coordinate with civil engineers/PRIME BEEF).
- Work with PRIME RIBS to determine tent assignments.
- Coordinate with deploying CC to determine tent assignment grouping (i.e., work functions, shift workers).
- Determine air crew requirements.
- Determine staff and female tent requirements.
- Determine first sergeant tent requirements. (If resources allow, first sergeant(s) should establish separate tent for sleep and work area.)
- Coordinate with communications representative for first sergeant radio and telephone requirements.
- Coordinate with transportation representative for first sergeant vehicle requirement.
- Obtain list of departing personnel from Mobility Processing Unit (MPU).
- MPU/Personnel Readiness Unit (PRU) maintains Deployment Requirements Document (DRD).
- Determine key personnel.
- Coordinate with deploying functions for augmentee/detail requirements.
- PRIME RIBS: kitchen duty (number and frequency of augmentation requirements).
- Transportation: mobility bag detail (arrival and departure).
- PRIME BEEF: tent construction (set-up and break-down).
- Armory requirements: (Augmentees requirements are usually tasked to largest user, deploying security police are usually exempt.)
- Roads and grounds maintenance.
- Suggested supplies.
- Megaphone, Manual for Courts-Martial and Commander's Guide for Disciplinary Actions, and administrative supplies.

### A2.2. Employment:

- Assign augmentation schedule/requirements.
- Obtain radio call signs, STU III numbers, and telephone numbers.
- Establish a lost and found.
- Coordinate transportation and messing schedules.
- Obtain tent assignment listing (suggest PERSCO update tent assignment data) and tent city map.
- Establish airfield arrival requirements (first sergeant brief).
- Establish clean-up schedule (roads and grounds augmentees).
- Establish smoking areas and cigarette butt disposal requirements.
- Establish trash collection points.

### A2.3. Main Operating Base (MOB).

- Coordinate with host billeting for room assignments (if applicable).
- Confirm work area facilities.
- Obtain maps (base, airfield, tent city, etc.)
- Obtain phone numbers and radio frequencies and call signs.
- Obtain operating hours for host base facilities (i.e., comm center, dining facilities, transportation, etc.)
- Determine, task, and schedule augmentation requirements.